



Avera CE Portal

HOW TO PULL REPORT: Faculty Disclosure

This report will show the current status of faculty disclosures.

1. Login by clicking the following link: <http://avera.cloud-cme.com>.

If you have been to the Avera CE Portal previously, click Sign In. Enter your email address and password and click Log In.

Sign In Events & Live Courses Series Calendar On Demand Courses Contact Us Help

Enter your email and password to login:

Email:

Password:

Login

2. After logging into your account, click the Administration button at the bottom of the page.

Administration

Disclosure

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3. Click on Reports

Forms

Membership

Notes

Reports

For assistance, contact the Talent Development Team by phone at 605-322-7879 or email averacontinuingeducation@avera.org.



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4. Click on the Attendance by Session report



5. Start typing in the last name of the person you are searching for in "Individual" box and then click on the drop down choice that matches name of the person.

the report. The report may take a minute to create. Please be patient. When finished you can export the report

Activity: All Parents Only

Individual:

If the person has completed multiple disclosures, click the down arrow next to the date.



ere found. Click a date to view. 1/20/2017 8:21:58

- 1/20/2017 8:21:58 PM
- 1/24/2017 10:00:18 PM
- 1/25/2017 8:20:37 PM
- 1/26/2017 5:23:14 PM
- 1/30/2017 3:53:53 PM
- 1/30/2017 3:54:49 PM
- 1/30/2017 3:55:32 PM
- 1/19/2018 8:40:31 AM

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6. This pulls a disclosure report. **Make sure you are utilizing the email address that was utilized for completion of the disclosure. If this is not done, the disclosure will not populate on your application appropriately.** If no disclosure populates, that person does not have a disclosure on file at all.



7. Date of disclosure completion can be verified by scrolling to the bottom of the disclosure.

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